



THE LORD-LIEUTENANT'S FUND

The Lord-Lieutenant's Fund

in support of The Duke of Edinburgh's Award in Hampshire

Principles of Operation of the Fund

- 1) The Lord-Lieutenant's Fund in support of The Duke of Edinburgh's Award in Hampshire ("the Fund") is established:
 - firstly, to assist participants on their Gold Expedition Section of the Duke of Edinburgh's Award ("the Award") and to encourage completion of Awards
 - secondly, to assist adults who wish to undertake specialist expedition first aid training.
- 2) All applicants to the Fund must be participants registered with the Award in the geographical area of Hampshire, or supervisors/assessors working within an Award organisation or group active in the geographical area of Hampshire.
- 3) Any expedition group working for a Gold Award is eligible to apply to the Fund for a grant. Any adult who is actively working with the Award, who holds the appropriate Operating Authority qualifications for expedition supervisor or assessor, and who intends to support an Award group in the future, is eligible to apply to the Fund for a grant towards the cost of expedition first aid training.
- 4) The Fund will be managed and administered by an Executive appointed by the Lord-Lieutenant of Hampshire.
- 5) The Executive will appoint an Honorary Administrator who will ensure the smooth day to day running of the Fund. The Executive will also produce an annual report for the Fund with a set of verified/audited accounts open for inspection by members of "The Duke of Edinburgh's Award in Hampshire" and available at its annual Conference.
- 6) The administration of the Fund will be designed to be as simple as possible. Grants from the fund will be paid only on proven participation in the activity for which prior application has been sought and approved. Retrospective applications will only be accepted in the most exceptional circumstances.
- 7) The Executive will meet at least once a year at the end of the expedition season to approve the annual report and accounts and to determine the following year's grants. The accounting procedure adopted for the Fund should reflect the expedition season rather than the standard financial year in order to simplify the reporting process.
- 8) The Fund is intended to operate over a period of ten years, starting in 2007. The monies in the Fund at the beginning of a year shall be divided by the number of remaining years to establish that year's grants. At the end of the year, monies not expended in supporting participants will be carried forwards to be used to support adult training during the following year, and will be additional to the year's grants calculated as above. The grants are established in this way in order to provide the maximum support to participants in achieving their Gold Awards.
- 9) The rules governing the operation of the Fund, including any rules necessary for the fair allocation of monies particularly in the event of applications exceeding resources, and the size of the grants for each year, will be determined by the Executive.
- 10) The Executive will actively seek opportunities to add to the Fund but do not have any specific responsibility to extend the Fund beyond the ten year term.